



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/4/17	<u>Interviewer:</u> MDS	<b>RFA #17 – 54</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] (Student)		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff ☐    Student x  
 Concern Regarding:    Male x    Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student x

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
10/04/2017	Mallory meets with [REDACTED] (with Michelle) at EO	Questions about the complaint process and no-contact orders.
10/04/2017	Mallory calls [REDACTED]	[REDACTED] is busy and cannot talk, request call back at 11 AM tomorrow
10/05/2017	Mallory calls [REDACTED]	Mallory explains information about no contact orders. [REDACTED] is satisfied and understand. She understands she can talk with Michelle (CASAS) about safety planning and agrees to meet with Mallory on 10/09.
10/09/2017	Mallory meets with [REDACTED] (with Michelle) at EO	Reviews complaint process and answers questions, provided a copy of 1600.02, 1600.02A and 1600.04. [REDACTED] described her experience and Mallory asked clarifying questions.
		<b>** Converted to Formal [REDACTED] **</b>
